

# EssilorLuxottica

In recent weeks, the State of Colorado has revised the Colorado Public Health Emergency (PHE) to address the fluidity of the pandemic. As of January 8, 2023, the revised Public Health Emergency covers COVID-related health conditions that may include other respiratory symptoms from **January 8, 2023, thru May 11, 2023**. The health conditions or symptoms related to declared public health emergencies may change over time, as well as the timeline for the PHE.

Please provide the below communication regarding the details to employees who work in Colorado.

- **Audience:** All employees who work in **Colorado**
- **Requested Communication Timing:** Please share ASAP
- **Colorado Employee Action Requested:**
  - Read the communication and FAQs immediately.

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## **Update: Public Health Emergency Leave Under the Colorado Healthy Families Workplace Act**

Under the Healthy Families Workplace Act (HFWA), there are two types of paid sick leave: *general earned paid sick leave (Colorado Paid Sick and Safe Leave)* and **emergency paid sick leave**. The emergency paid sick leave does not accrue and is an additional paid sick leave available to Colorado employees when there is a declared public health emergency (PHE) related to infectious pandemics such as COVID.

When a public health emergency is declared employees may have the right to immediately receive additional paid sick time that can be used for certain needs related to the cause of the declared PHE. At this time, the PHE is ongoing and the ability to use the PHE for COVID-related health conditions is expected to remain in effect until May 2023.

Please familiarize yourself with the information below, detailing Colorado's Public Health Emergency Leave (PHEL) provisions.

### **1) Eligibility**

All Colorado employees unable to work remotely or telework

### **2) Use of PHEL**

PHEL may be used for a range of PHE-related needs, not just for confirmed cases. PHE related needs include:

- Symptoms of COVID, such as fever or chills, cough, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose
- Quarantining or isolating due to exposure
- Testing for COVID
- Vaccination and its side effects
- Inability to work due to health conditions that may increase susceptibility or risk of COVID
- Needs to care for family (illness, school closure, etc.)

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### 3) Amount PHEL Available:

Eligible employees are eligible for the following amounts of leave based on their status below:

- **Full-Time Employees** = up to 80 hours per year, less any Colorado Paid Sick and Safe Leave (CO PSSSL)/Paid Time-Off (PTO) currently available to the employee
- **Part-Time Employees** = number of hours equal to the average number of hours scheduled to work over the two-week period following the leave request, less any CO PSSSL currently available to the employee

### 4) Other Terms and Conditions

- Employees cannot be required to find a replacement worker, nor can they be required to change their schedule instead of using PHEL.
- Interfering with an employee's use of PHEL is strictly prohibited, as is counting PHEL use as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.
- A copy of this policy will be posted on the COVID-19 page on [HR Solutions](#).
- Employees are required to provide reasonable notice of intent to use PHEL if the absence is foreseeable and work location is not closed. Further, an employee cannot be required to provide a doctor's note or other documentation to substantiate the absence.

### 5) Manager Action Required

When an employee notifies their supervisor of the need to use PHEL, do the following:

1. Determine how much CO PSSSL or PTO the employee has available at the time the PHEL is requested;
2. Subtract the amount of CO PSSSL/PTO hours available to the employee from the hours of PHEL available to the employee
3. Code time away from work using "**COVID Emergency Pay**" pay code for PHEL hours.
4. Once the employee has exhausted the available PHEL hours; then draw from their unused accrued CO PSSSL for the remainder hours (if warranted)

**QUESTIONS:** For questions pertaining to the application of this policy, please contact your HR Business Partner.